

Minutes Ad Hoc Committee on Rental Certificate Fees

December 1, 2016

1. **Members Present:** Chairperson T. Moran called the meeting to order at 7:45 am, A. Marcellino
2. **Staff Present:** M. Ninteau
3. **Approval of Minutes:** None (First Meeting)
4. **Public Comment:** None
5. **Discussion Topics:** M. Ninteau explained the draft change to the fee provision within the Town's Housing code that were being presented. It was noted that this was meant to be a starting point for dialogue and that staff recommends any changes adopted be made relatively simple from an administrative point of view. The committee discussed possible issues that might need to be addressed in regard to this matter.
 - a. Amend the draft language so that landlords would not be penalized for nuisance violations that do not trigger fining of the landlord under the provisions of the Nuisance ordinance.
 - b. Ask Housing staff to conduct a mock inspection of a rental dwelling unit so observations could be made regarding the process and possible correlation to the fee paid.
 - c. Staff was asked to provide data regarding what percentage of overcrowding inspections are based on complaints versus scheduled site visits.
 - d. Possibly review a fee structure that is based on number of units within a building or complex or the number of tenants within the same.
 - e. Future meetings January 5, 2017, February 2, 2017, March 2, 2017
6. **Adjournment:** By unanimous consent 9:00am

Respectfully submitted.

Mike Ninteau, Director of Building & Housing Inspection